



**Regular Monthly Meeting  
October 25, 2021**

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Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, October 25, 2021, at 10 Crane Mountain Rd., Saint John NB.

**1. Call to Order**

The Board Chairperson, Brittany Merrifield, called the meeting to order at 11:24 a.m.

**2. Record of Attendance**

Brittany Merrifield	Chairperson
Jim Bedford	Vice Chairperson
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Libby O'Hara	Mayor, Quispamsis
Ray Riddell	Local Service District Representative
Cindy MacCready	Local Service District Representative
John Cairns	Local Service District Representative

**Absent**

Bette Ann Chatterton, Mayor, St. Martins

**OTHERS**

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Nick Cameron, Assistant Development Officer, FRSC

**3. Approval of the Order of Business**

The Chairperson asked for approval of the Order of Business

**Motion:** To approve the October 25, 2021 Agenda as presented with the re-numbering of number eight (8) "adjournment" to number nine (9) and the addition of number eight (8) "Human Resources – GNB Vaccination Policy" moved from closed session.

Moved: Director Grant  
Seconded: Director O'Hara  
Vote: Motion Carried

**4. Disclosure of Conflict of Interest**

None

**5. Approval of the Minutes**

**Motion:** To approve the August 23, 2021 minutes as presented.

Moved: Director MacKenzie  
Seconded: Director Bedford  
Vote: *Motion Carried*

**6. Planning – Building Inspection – August & September, 2021**

Nick Cameron, Assistant Development Officer, FRSC, presented both the August and September 2021 Reports for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas. Year-to-date total estimated cost of construction at the end of August, 2021 was \$8,814,240 compared to 2020 which was \$6,323,900. Year-to-date total estimated cost of construction at the end of September, 2021 was \$10,157,240 compared to 2020 which was \$12,870,860.

**Motion:** To receive and file as presented.

Moved: Director MacCreedy  
Seconded: Director Bedford  
Vote: *Motion Carried*

**7. Finance**

**a. 2022 Budget – Final Approval**

Executive Director MacLeod presented an amended budget for 2022 noting that there was an error found on the last page of the budget under Local Planning. It was a typographic error; therefore, other than the error correction, no changes are required to the budget.

**Motion:** To approve the 2022 budget as presented.

Moved: Director Grant  
Seconded: Director MacKenzie  
Vote: *Motion Carried*

**b. Q3 2021 Financial Statements**

Executive Director MacLeod presented the Q3 Financial statements. It was explained that overall, the FRSC is sitting in a favorable position with a surplus of approximately \$430,000 at the end of the 3<sup>rd</sup> quarter.

**Motion:** To receive and file the Q3 2021 Financial Statements as presented.

Moved: Director O'Hara  
Seconded: Director MacKenzie  
Vote: *Motion Carried*

**c. Stipend – Director MacKenzie**

Executive Director MacLeod spoke with regards to the monthly stipend for Director MacKenzie. It was explained that Director MacKenzie would like to donate his monthly stipend. To facilitate this, it was further explained that Director MacKenzie needs to waive his monthly stipend; therefore, losing the right to the money and returning it to the Commission, who would be able to donate it to a charity on his behalf.

**Motion:** The FRSC approve the payment in the amount of the monthly stipend to a charity of Director MacKenzie's choice.

Moved: Director Riddell  
Seconded: Director MacCready  
Vote: *Motion Carried*

**d. Capital Purchase – Storage**

Executive Director MacLeod explained that currently, the FRSC is paying a rental fee for a container used for administration storage. We have new recycling containers, our compost containers and other storage needs that exceed capacity. The FRSC has an opportunity to purchase a sea can with 4 garage doors to be used for storage which would replace money being spent on rental fees.

**Motion:** To approve the purchase of a sea can with four (4) garage doors on the side for storage for up to \$15000 before taxes to be funded from operations.

Moved: Director O'Hara  
Seconded: Director MacCready  
Vote: *Motion Carried*

**8. Human Resources – GNB Vaccination Policy**

The GNB COVID-19 vaccination policy was discussed.

**Motion:** To develop a COVID-19 vaccine mandate consistent with the workforce vaccination policies from the Provincial government.

Moved: Director Cairns  
Seconded: Director Bedford  
Vote: *Motion Carried*

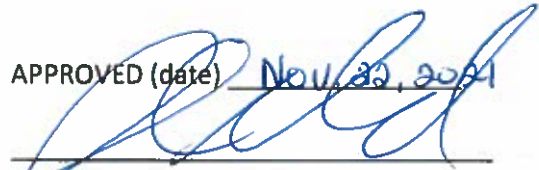
Chairperson Merrifield called for a motion to adjourn.

It was noted that the next meeting would be on November 22, 2021. In addition, the regular December meeting would be on December 20, 2021 which is the 3<sup>rd</sup> Monday of the month. This would be four (4) weeks from the previous meeting.

**Motion:** To adjourn the meeting at 11:53 a.m.

Moved: Director MacKenzie  
Seconded: Director MacCready  
Vote: *Motion Carried*

APPROVED (date) Nov. 22, 2021

  
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Brittany Merrifield, Chairperson

  
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Alicia Raynes, Recording Secretary